

Category List

PWR823.RPT

Overview	1
Purpose of the Report	1
When to Produce the Report.....	1
Permissions Required to Access the Report	1
Sort Options Available	1
Select Options Available	1
Format Options.....	2
Presentation Options	2
Report Layout.....	3
Category List	3
SubCategory List	4
Category/SubCategory List	5

Overview

Purpose of the Report

The Category List allows you to review each Category’s information entered in Category Properties.

When to Produce the Report

Produce this report when you want to review detail or summary information about your categories.

Permissions Required to Access the Report

An employee must have ‘Administration’ checked in the Employee’s Permissions to be able to produce this report.

Sort Options Available

You can determine the order that the categories appear on the report by choosing one or more of the following fields:

- Category
- Name

Note: The subtotal check box on the Sort tab is disabled for this report since there is no information available to produce a subtotal.

Select Options Available

You can determine which categories will appear on the report by entering a range or a list in one or more of the following fields:

- Category

Format Options

Presentation Options

You can choose which report to print:

- Category List - to include the category ID and name for each category on the report.
 - SubCategory List - to generate a report for subcategories that include the subcategory ID and name.
 - Category/SubCategory List - to generate a report that includes both.
-
- Show Memo - to print the invoice text associated with the categories or subcategories on the report.

Report Layout

Category List

Employee: (1)

Page: 1

Billam and Smyle
Category List
For the Period Ending August 31, 1997

Category	Name	Long Description
(2)	(3)	(4)
		(5)
		(6)

SubCategory List

Employee: (1)

Page: 1

**Billam and Smyle
SubCategory List**
For the Period Ending August 31, 1997

Sub Cat.	Name	Long Descriptions
(7)	(8)	(9)
		(10)
		(11)

Category/SubCategory List

Employee: (1)

Page: 1

Billam and Smyle
Category/SubCategory List
For the Period Ending August 31, 1997

Category	Sub Cat.	Name	Long Descriptions
(2)		(3)	(4)
			(5)
			(6)
	(7)	(8)	(9)
			(10)
			(11)

- (1) Calculated field: Employee ID of Employee producing the report
- (2) From: ID in Category Properties.
- (3) From: Name in Category Properties.
- (4) From: English Invoice Text in Category Properties.
- (5) From: French Invoice Text in Category Properties.
- (6) From: Spanish Invoice Text in Category Properties.
- (7) From: ID in Category Properties.
- (8) From: Name in Category Properties.
- (9) From: English Invoice Text in Category Properties.
- (10) From: French Invoice Text in Category Properties.
- (11) From: Spanish Invoice Text in Category Properties.